

Job Description

Job Title	Southwest Pipeline Project Construction Manager
Job ID	3024062
Location	Bismarck, ND
Full/Part Time	Full-Time
Regular/Temporary	Regular

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Are you passionate about the management and development of natural resources? Do you understand that water is one of our most valuable and important resources? If you want to be part of a dedicated and talented team that works toward a collective mission to improve the quality of life and strengthen the economy of North Dakota by managing the water resources of the state for the benefit of its people – then this employment opportunity might be for you. The Department of Water Resources (DWR) is looking for a person with a background in engineering or construction management to serve the citizens of our state as a part of Team ND.

DWR offers rewarding work opportunities with a competitive employee benefits package including fully paid family health insurance plan, paid annual and sick leave, excellent retirement plan options, volunteer insurance options, a flexible work schedule, and more!

The salary range for this position is \$6,583 to \$8,483

Duties and Tasks

The SWPP Manager is responsible for all construction related activities related to the SWPP at the DWR. The job responsibilities of the SWPP Manager include:

- Plan and direct the construction of the SWPP within the allocated budget.
- Contract administration including review of contracts for bidding, approval of contractor payments, change orders, contract close out documents, apply for state, federal, and county permits for construction, and approve crop damages claims
- Manage and direct the work of the SWPP's consulting engineer. Review and provide recommendation for approval of Specific Authorizations for work by the consulting engineer. Review and approve monthly engineering invoice from the consulting engineer.
- Maintain effective communication and build consensus; work with the Water Resources Development Director in establishing the goals and objectives for the SWPP.
- Develop a biennial budget for the SWPP.
- Plan and direct the construction of the SWPP within the allocated budget.
- Contract administration including review of contracts for bidding, approval of contractor payments, change orders, contract close out documents, apply for state, federal, and county permits for construction, and approve crop damages claims.
- Be a liaison between Southwest Water Authority (SWA) – the political subdivision responsible for the management, operations, and maintenance of SWPP and the Water Development Division Director and other DWR leadership staff.
- Provide routine updates to the State Water Commission (SWC) and SWA Board of Directors regarding project progress and future plans for construction, as well as review and provide recommendations for construction contracts.
- Represent the SWC's interest as the owner of SWPP at public meetings.
- Work with communities, regional water systems, and other entities in meeting the needs of the region to be served by the SWPP.
- Develop and maintain all applicable water supply contracts. Recommend water supply contracts for approval to the SWC or Department of Water Resources Director.
- Review SWA's annual budget, develop and present recommendations for annual water rate adjustments to the SWC for review and approval.

adjustments to the SWVC for review and approval.

- Develop policies for SWPP. Review and ensure policies are met.
- Assist Water Development Division Director in developing legislative testimonies.
- Participate in legislative meetings and socials.

Minimum Qualifications

- Requires a Bachelor of Science degree in the field of Engineering or Construction Management.
- Experience in Engineering/Construction Management.
- Must possess excellent oral and written communications skills.

Preferred Qualifications

- 4 years of water resource engineering or construction management experience.
- Registered as a Professional Engineer in North Dakota or be able to become registered as a Professional Engineer in North Dakota within 12 months.
- Experience with design, management, and administration of construction contracts.
- Experience with management and operation of regional drinking water systems.
- Experience or knowledge of safe drinking water legislation, water treatment, and distribution works.
- Experience or knowledge of pipeline hydraulics.
- Experience in public speaking.

Application Procedures

Applications will ONLY be accepted online through the ND PeopleSoft System.

- Applicants who are not employees of the State of North Dakota can access the announcement and application by visiting: www.nd.gov/careers.
- State of ND employees should access the announcement and application by signing into their ND PeopleSoft account at: <https://www.cnd.nd.gov/psp/strp/?cmd=login>, clicking on "my Career," and selecting "Careers" in the drop-down menu.
- Application materials must reach this office by 11:59 pm on the closing date.

In addition to the online application, the following is also required:

- o Resume
- o Cover letter (addressed to Human Resources Division);
- o Copy of college transcripts; and
- o The name, address, and phone number of three (3) professional references (no letters of reference please).
- Applications should include information that directly addresses how the applicant meets the minimum qualifications and a summary of work. It is very important to be thorough and detailed in all application materials.
- Application materials will be scored based on a 100-point job-related personnel system.
- For more Team ND benefit information, please see <https://www.nd.gov/omb/public/careers/team-nd-benefits>
- Applicants who experience difficulties during the application process should contact recruiter@nd.gov or 701.328.3290.
- North Dakota Department of Water Resources does not provide sponsorships.

For questions regarding this position's duties or requirements, please contact Sindhuja S. Pillai-Grinolds at 701.328.4954 or spillai@nd.gov.

TTY users may use Relay North Dakota at 711 or 1-800-366-6888.

Equal Employment Opportunity

The State of North Dakota and this hiring agency do not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), genetics, religion, age or disability in employment or the provisions of services and complies with the provisions of the North Dakota Human Rights Act.

As an employer, the State of North Dakota prohibits smoking in all places of state employment in accordance with N.D.C.C. § 23-12-10.